



PAX Tootle Notes

Prepare for PAX

- ❁ Copy or print Tootle notes for yourself, students or other adults to use.
- ❁ Keep Tootle Notes in a designated place such as near the door or under the Tootle Board. This access encourages students to write Tootle Notes to recognize PAX throughout the day and gives students options for activities after work is complete.

Step-by-Step Procedure: Adult-to-Student PAX Tootle Notes

1. Use Tootle Notes to identify and thank students for specific PAX behavior and bringing Peace, Productivity, Health, and Happiness to an individual or the community.

For example, a student may help a class-mate put materials away after an art project and you may write, "Dear Cade, thank you so much for helping put mate-rials away. You help make the classroom more wonderful by being such a great PAX Leader!"

2. Use the opportunity to draw attention to the student and the act by announcing the Tootle Note in front of the class.

For example, "Thank you all for a great job on that art project! I did want to let you know that I noticed that a particular PAX Leader was nice enough to help some classmates clean up. That's why Cade is getting this Tootle Note! What should we say to Cade?"

3. Post these Tootle Notes on a Tootle Board in your classroom for the rest of the week, and send them home with the students at the end of the week.

Sending the Tootle Notes home with a student has significant benefits for parent-child interactions. Scientific studies have shown that sending posi-tive notes home reduces home-related stressors for both the children and parents.

On the other hand, sending notes home about students' bad behavior actually increases child maltreatment and results in school phobia or frequent absences by the named student.

Step-by-Step Procedure: Student-to-Student PAX Tootle Notes

1. Introduce the process for writing Student-to-Student Tootle Notes by relating to their experience with Adult-to-Student Tootle Notes.

For example, you may say with much excitement, "Have you noticed that some-times when you do a great job or help others do something well that I've writ-ten you a Tootle Note to say 'Thank you?' Well, beginning today, you're going to be writing them to each other!"

2. Use PAX Stix to choose Tootle “buddies” randomly, giving each student another student to watch for PAX behavior throughout the day. This allows students to focus and improve their ability to recognize the PAX in others all day.

3. Post helpful words to be “on the lookout for” such as friend, sharing, helpful, nice, responsible, or wonderful. Looking for these words helps students look for and identify behavior in others that contribute to Peace, Productivity, Health, and Happiness.

4. Set aside a specific time for all students to write their Tootle Notes. Do this at least every few days. Create a quiet, calm atmosphere that allows for reflection during this time.

5. Collect Tootle Notes and review each one in the spirit of PAX. Provide assistance or remediation for students who struggle.

Filling out blank Tootle Notes with only each student’s name in the classroom can remind the teacher to look for the PAX in all students and help ensure that each student gets one.

6. Set aside a time to read aloud selected Tootle Notes. Take volunteers from the students to read and deliver the Tootle Note they have written. Read aloud some additional Tootle Notes that you also enjoyed.

Keep in Mind

- ❁ Noticing two students a day, such as one who has shown great performance and one who has shown improvement, means writing only 10 Tootle Notes each week.
- ❁ Giving students five minutes to write Tootle Notes to their peers can be an effective way to begin or end the day.
- ❁ Keep Tootle Notes in a designated place such as near the door or under the Tootle Board. This access encourages students to write Tootle Notes to recognize PAX throughout the day and gives students options for activities after work is complete.
- ❁ Tootle Note writing is also a good activity for students “when you’re finished” with academic tasks.
- ❁ Remind students to follow the format of stating what that student did and how it helped make someone’s day more wonderful.
- ❁ PAX Tootle Notes encourage students and adults to notice the PAX in themselves and others.
- ❁ PAX Tootle Notes should be used to reinforce ANY PAX, not just exceptional behaviors.
- ❁ PAX Tootle Notes encourage students and adults to notice the PAX in themselves and others.
- ❁ Students aren’t the only ones who appreciate Tootle Notes! Use Tootle Notes for thanking co-workers, parents, or other adults for anything they may do that brings Peace, Productivity, Health, or Happiness to your classroom, school, or life. For example, a coworker may bring your students in from recess while you speak to a parent on the phone or a parent may chaperone a field trip.

PAX = Peace • Productivity • Health • Happiness

